



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## COLLECTION REPRESENTATIVE

DATE: June 22, 2006

SALARY: \$27,385 - \$37,750

NATURE OF WORK: This is office and fieldwork in the collection of delinquent retail accounts for the City gas, garbage, water and sewer utility.

HOURS: Monday – Friday  
7:00 A.M. – 3:00 P.M. or 9:00 A.M. – 5:00 P.M.

WORKSITE LOCATION: Public Service Department  
10770 W. Oakland Park Blvd., Sunrise  
1607 NW 136<sup>th</sup> Ave., Bldg. B, Sunrise (Temporary)

EDUCATION: Graduation from an accredited high school  
or G.E.D. equivalency diploma.

EXPERIENCE: -- One year of full-time (or equivalent) paid experience  
in investigative or collection work. (30 semester hours or  
equivalent of college course work may be substituted for the  
one (1) year experience requirement.  
-- Utility collection experience desired.  
-- Experience in a computerized utility billing system is desired.

SPECIAL REQUIREMENT: -- Possession of a valid driver's license and a good  
driving record.

CLOSING DATE: Open until filled.

HOW TO APPLY: Please submit a completed City of Sunrise Employment  
Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**